| **Notes to Applicants** | **APPLICANTS MUST FOLLOW THESE INSTRUCTIONS:** |

APPLICANTS MUST FOLLOW THESE INSTRUCTIONS:

1. After submitting this Application, please report to the City of Austin Aquatic Office within 7 days for an interview. Office hours are 8:00am – 5:00pm Monday – Friday. The physical address is 400 Deep Eddy Avenue, Austin, TX 78703.

2. Applicants will need to bring valid identification AND a social security card at the time of their interview. These documents will be used to verify proof of citizenship and for payroll purposes. U.S. Passport, driver's license, government issued ID card, military ID are all acceptable forms of identification. To review a complete list of acceptable identification please visit: http://www.uscis.gov/files/form/i-9.pdf.

3. Applicants that are 16 years old are required to have a parent present during the interview. 17 year olds require parent signatures on the applicant paperwork.

4. After your interview applicants will complete preliminary paperwork. If given a contingent job offer, the offer will be conditional on taking and passing 40 hours of Lifeguard training.

TRAINING WILL BE OFFERED BY PARKS AND RECREATION DURING THE WEEKENDS AND/OR EVENINGS. YOU MUST PASS THE 40 HOUR COURSE TO BE CONSIDERED FOR THE POSITION.

5. Returning Lifeguards will be required to take 16 hours of training in lieu of the 40 hours required for new lifeguards.

6. Lifeguards must have reliable transportation to get to and from work on your assigned work hours.

IF HIRED BY THE CITY OF AUSTIN PARKS AND RECREATION AQUATICS DIVISION AS A SEASONAL EMPLOYEE, I UNDERSTAND THAT I MUST ADHERE TO AND WILL BE REQUIRED TO PARTICIPATE IN THE FOLLOWING:

• Attend mandatory Orientation
• Attend all area specific mandatory paid in-service meetings
• Be at work on time for every shift
• Report to work and remain free from being under the influence of drugs and or alcohol
• Wear staff uniform only while on duty
• Work weekdays, weekends and holidays
• Be willing to substitute for others
• Perform general cleaning and maintenance duties while at work